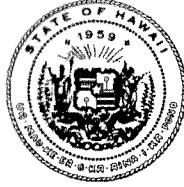


LINDA LINGLE
GOVERNOR



LILLIAN B. KOLLER, ESQ.
DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
810 Richards Street, Suite 400
Honolulu, Hawaii 96813

January 26, 2005

MEMORANDUM

TO: Purchase of Services Applicants

FROM: Amy Tsark, Acting Administrator
Social Services Division

A handwritten signature in black ink, appearing to be "Amy Tsark", written over the "FROM:" line.

SUBJECT: ADDENDUM FOR REQUEST FOR PROPOSAL ISSUED JANUARY 14, 2005

Attached for your information is the addendum for the Request for Proposal (RFP) that was issued January 14, 2005, by the Social Services Division of the Department of Human Services (DHS). The purpose of the addendum is to make corrections to the Transmittal Letter and RFP and to provide clarification.

If you have further questions about this RFP, please contact the person designated in part II.F of Section 2 of the RFP. Thank you for your interest in this procurement.

Attachments

DEPARTMENT OF HUMAN SERVICES

SOCIAL SERVICES DIVISION

ADDENDUM FOR RFP ISSUED 1/14/05

SECTION:

Memorandum

- The day of the week for the orientation is Friday, January 28, 2005 instead of Thursday.

RFP Table of Contents, Section 1 Administrative Overview

- Section 1, Administrative Overview is being re-issued in its entirety due to the sections being listed by roman numerals in the RFP Table of Contents and the actual Section 1 is listed by alphabets. The page numbers on the Table of Contents also do not coincide with the actual Section 1.

Section 2

- Section 2, Service Specifications, is being issued in its entirety mainly due to formatting inconsistencies. The contents in this section has not been changed with the exception of a paragraph that was added under I. Introduction, 1. Purpose, page 2-1. In addition, for the table under D., Geographic cover of service, the order of the islands was changed to match the table under E., Probable funding amounts, source, and period of availability. The headings for numbers 4-8 under the Scope of Service are now in bold to coincide with the other headings in the Scope of Service. The A,B,C tables now precede the Work Plan as listed in the Table of Contents. In Form B, Multidisciplinary Team Services, the goal number 5 is added to category 2, # of Death Conferences, and the goal number 3678 was added to category 9, # of Team Services within 14 days. Tables B and C for Multidisciplinary Team Services had the title Psychological Evaluations. They are now correctly titled Multidisciplinary Team Services.

Section 3

- The Program overview listed in the Table of Contents is the same as “The POS Proposal Application comprises the following sections”.
- Page 3-4 that includes information about Financial, Litigation and the Administrative Assurances was inadvertently left out. It is included in this addendum.

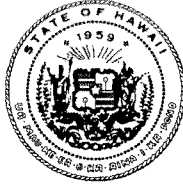
Section 4

- Recommendations for Award is listed as IV. in the Table of Contents but was mistakenly listed as C in section 4. This has been corrected so the reference IV. is listed on the table of contents and in Section 4.

Section 5

- Cover page for the Attachments, “A”, Competitive POS Application Checklist is the same as the Proposal Application Checklist that is included in Section 5.
- “B”, POS Proposal Application – Sample Table of Contents is the same as the POS Proposal Application Table of Contents.

LINDA LINGLE
GOVERNOR



LILLIAN B. KOLLER, ESQ.
DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

810 Richards Street, Room 400
Honolulu, Hawaii 96813

January 14, 2005

MEMORANDUM

TO: Prospective Applicants

FROM: Amy Tsark, Acting Administrator
Social Services Division

A handwritten signature in cursive script, appearing to read "Amy Tsark".

SUBJECT: SOCIAL SERVICES DIVISION'S REQUEST FOR PROPOSAL (RFP)

The State of Hawaii Department of Human Services, Social Services Division, is currently soliciting proposals to provide Psychological Evaluation and Multidisciplinary Team Services, RFP#: HMS 301-05. The request for proposal (RFP) to provide this service is being issued under the provisions of Chapter 103F of Hawaii Revised Statutes and its administrative rules.

Attached are the RFP materials that you requested. It is essential that you pay attention to the proposal submittal information on the attached "Proposal Mail-In and Delivery Information Sheet."

An orientation for the RFPs will be held on Friday, January 28, 2005, from 9:00 a.m. to 11:00 a.m. See Section 1, part V, of the RFP for further details. For further information about the orientation, for special accommodations, or to participate by phone, contact Suzanne Hull at (808) 586-5748 or at shull@dhs.hawaii.gov.

If you have questions about this procurement, please refer to RFP Section 1, part VI, Submission of Questions, and RFP Section 2, part II.F, RFP Contact Person, for information on the question and answer process and whom to contact.

Thank you for your interest. We look forward to your proposal(s).

Attachments

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

State of Hawaii

Department of **Human Services, Social Services Division, Support
Services Office, Purchase of Services Unit**

810 Richards Street, Suite 501**Honolulu, Hawaii 96813**

Phone (808) **586-5665** Fax: (808) **586-5606**

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

ACTIVITY	SCHEDULED DATE
Public notice announcing RFP	1/14/05
Distribution of RFP	1/14/05
RFP orientation session	1/28/05
Closing date for submission of written questions for written responses	2/2/05
State purchasing agency's response to applicants' written questions	2/7/05
Discussions with applicant prior to proposal submittal deadline (optional)	1/14/05-2/22/05
Proposal submittal deadline	2/22/05
Discussions with applicant after proposal submittal deadline (optional)	2/28/05
Final revised proposals (optional)	3/14/05
Proposal evaluation period	2/23/05-4/15/05
Provider selection	4/15/05
Notice of statement of findings and decision	5/5/05
Contract start date	7/1/05

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: 1/28/05 **Time:** 9:00 a.m. – 11:00 a.m.
Location: City Center
810 Richards Street, Suite 501
Honolulu, Hawaii 96813

Participation by phone may be requested by calling (808) 586-5665.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and

may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: 2/2/05 **Time** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: 2/7/05

VII. Submission of Proposals

A. Forms/Formats - Refer to the Proposal Application Checklist for the location of specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
- 5. Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the

State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html. The certificate shall be dated no earlier than 6 months prior to the deadline for submittal of the RFP.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

**** The Department of Human Services will allow applicants the option to submit copies of proposals on compact disk (CD). Applicants who choose this option must submit one original proposal**

on paper and five copies of the complete proposal on 5 separate CDs that specifically use a PDF file in Adobe Acrobat. Proposals submitted on CD that do not use a PDF file in Adobe Acrobat will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Lillian B. Koller	Name: Amy Tsark
Title: Director	Title: Social Services Division Administrator-Acting
Mailing Address: Department of Human Services P.O. Box 339 Honolulu, HI 96809	Mailing Address: Department of Human Services Social Services Division 810 Richards Street, Suite 400 Honolulu, HI 96813
Business Address: Department of Human Services 1390 Miller Street, Room 209 Honolulu, HI 96813	Business Address: Department of Human Services Social Services Division 810 Richards St, Suite 400 Honolulu, HI 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services

- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary. See section 5 for any special conditions.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

**Psychological Evaluations
And
Multidisciplinary Team Services**

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Social Services Division, Child Welfare Services Branch (CWS) provides child welfare and case management services to children and their biological, extended, foster, adoptive families and legal custodians to ensure safe, nurturing, and permanent families for Hawaii's children.

1. Purpose

The service is being purchased in keeping with 45 C.F.R. 1326.60(c)(2) for the purposes of:

- a. Referral to services;
- b. Preparation for and participation in judicial proceedings;
- c. Development of the case plan.

Statewide reports of child abuse and neglect have remained constant at approximately 5,000 reports during the last several fiscal years. We anticipate at least 5,000 reports of child harm in each year of the next biennium. These cases often involve multiple safety issues and complex dynamics.

Through its participation in the federally approved Program Improvement Plan (PIP), the Department has made a commitment to support and enhance the outcomes of family strengthening, and safety, permanency and well-being for children. The services detailed in this RFP will support the assessments and case planning necessary to facilitate these outcomes. The provider(s) selected to perform these services must also make a commitment to support the Department in these outcomes.

The federal Adoption and Safe Families Act of 1997 requires that timely and informed decisions be made regarding the permanency of children. This Act changes the focus from eventual reunification of family to permanency for children and shortens the length of time between a child's initial placement into foster care and the hearing on the permanency goal for the child. Accurate assessments of the case dynamics, cause and effect of the abuse/neglect, and the potential for the family to resolve issues and

become able to provide a safe family home for the child are essential in the Department's work with the family.

Psychological evaluations assist by providing diagnostic services for families and children, which is used by the Department for intervention, planning and service provision.

Multidisciplinary Team services assist with diagnostic services for families and children and provide consultative services for the Department regarding medical, mental health, legal, and psychosocial issues relating to intervention, planning, and service provision.

2. The planning activities conducted for this procurement are as checked below:

- ☐ Information from fundors (legislature, federal agencies, private foundations, etc.) on funding terms and conditions;
- ☒ Information from other state agencies on services to the same target group;
- ☒ Views of service recipients and community advocacy groups on conditions affecting achievement of desired goals;
- ☒ Views of provider organizations on how to improve service specifications; a request for information (RFI) process may have been used for this purpose;
- ☒ Information from POS monitoring and other reports for current contracts; and
- ☒ Other data (socio-economic and health trends, waiting lists for services, client satisfaction surveys, etc.).

B. Description of the goals of the service

The goals of Child Welfare Services are comprised of three broad outcome domains in the continuum of child welfare services: child safety, permanency, and child and family well being. The provision of psychological evaluations and multidisciplinary diagnostic and consultative services assists the Department to ensure the safety of children, make informed permanency decisions, and enhance the design of child and family centered services.

The guiding principles of family-centered and strengths/needs-based practice in the Child Welfare Services Branch are:

1. The safety of the child is the paramount concern that must guide the provision of child welfare services, placement, and permanency planning decisions.
2. Reasonable efforts to maintain and reunify families are important. However, when it is determined that the child's safety in the family cannot be assured due to certain aggravated circumstances, or after a period of 12 months of service activities, the Department shall move toward a permanent placement for the child. Risk and safety assessment skills are important in maintaining the quality of child welfare services and decision-making.
3. Children should be helped to stay with or return to their families when safety can be assured through the provision of timely, appropriate, quality, individualized service activities and supports that build on the strengths of the children and their families, and are responsive to their needs.
4. If children cannot remain safely in their homes, foster care and other temporary placements should be considered as an extension of family life rather than as an alternative to it. The child's needs for attachment should be addressed through strengthening the family as a resource for the child.
5. Family crises provide opportunities for the families to address problems. When timely, high quality, and appropriate services are provided to families in crisis, then family members, CWS staff, and the Family Courts are able to make informed decisions about the biological, foster, or adoptive parents' abilities to protect and care for the children.
6. Service activities must be comprehensive, coordinated, and collaborative and provided in all designated geographic areas under the contract.
7. Service activities must be competent, culturally appropriate, and responsive to the strengths, needs, values, and preferences of the child and family, and delivered in a manner that is respectful of and builds upon the strengths of the family, the community, and cultural ties. Service activities must address the physical, social, emotional, and educational needs of the child and the family's ability to protect the child. Service activities must provide clear and attainable goals and objectives for each participant.
8. Service activities must be individualized, addressing the unique capacities and needs of each child and family.
9. Service activities must empower families to help themselves and to gain and maintain mastery and control over their ability to protect their children.

C. Description of the target population to be served

Persons to be served include:

1. Families and children receiving child welfare services from the Department and referred by the Department.
2. DHS CWS social workers who request diagnostic and consultative services regarding families and children who have been referred to the Department because of harm or threat of harm to the children.

D. Geographic coverage of service

Services shall be provided in the geographic areas checked below. See part II.D below regarding the awarding of single and/or multiple contracts.

Oahu:	Central Honolulu:	X
	Windward:	X
	Leeward:	X
Hawaii County:	East Hawaii:	X
	West Hawaii:	X
Maui County:	Maui:	X
	Molokai:	X
	Lanai:	X
Kauai:		X

E. Probable funding amounts, source, and period of availability

Funds for this program are anticipated to be \$730,000 per year for psychological evaluations and \$850,228 per year for Multidisciplinary Team (MDT) services beginning July 1, 2005, through June 30, 2006, and will be allocated as follows subject to the availability of funding, utilization, and satisfactory performance. Funding for subsequent contract years is anticipated at similar levels and subject to similar conditions.

Initial annual funding will be allocated as follows for the various geographic areas (“N/A” or “\$0” means no funding allocated for that specific area):

Geographic Area	Maximum Annual Funds for Psychological Evaluations	Maximum Annual Funds for MDT
O'ahu (50%)	365,000	425,114
East Hawaii (21%)	153,300	178,548
West Hawaii (17%)	124,100	144,539
Maui/Molokai/Lanai (7%)	51,100	59,516
Kauai (5%)	36,500	42,511
Sub-total	\$730,000	\$850,228
Total for Contract	\$1,580,228	

Additional funding may become available over the life of the contract, and the sources of funding may change. Funding for any given year, for any geographic area, or for the contract as a whole may increase up to 300% of the original amount. Increases are subject to availability of funds, program utilization, and satisfactory performance as determined by the STATE.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. At the request of the STATE, the PROVIDER must submit to the STATE, if applicable, **subcontracts** with other agencies for services under this Agreement, prior to the service being provided, for review for appropriateness and relevancy. The PROVIDER shall ensure that all subcontractors comply with the requirements of the contract that includes this RFP. Upon the request of the STATE, the PROVIDER shall submit documentation of the subcontractor's compliance with the requirements of the contract.
2. The PROVIDER must **not charge** families for contracted services without the prior approval of the STATE.
3. The PROVIDER must assure and be responsible for the **continuity of service activities** by providing full service activity in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The PROVIDER must not require nor depend on the Department's staff to

provide service activities in the event that program resources are not available due to the above situations.

4. The PROVIDER must ensure smooth **transitions** between service activities for families under the contract and, if applicable, to a new service PROVIDER when the contract ends.
5. As applicable the PROVIDER must provide timely and accurate **case documentation** to the Department's staff. The documentation must include case status reports, case discharge reports, and other documentation necessary to monitor and evaluate the quality, quantity, and timeliness of service activities.
6. As applicable services must be provided within contracted **time limits**, or if no time limits are specified, within a reasonable time as well as on **weekends and evenings** to accommodate clients' work hours.
7. Unless otherwise agreed, the PROVIDER must make available **each service activity** specified in this RFP in **all** designated **geographical areas** to the full extent of the proposed and contracted program resources and funding.
8. The PROVIDER must maintain throughout the term of the contract a system for **evaluating** the effectiveness of the activities provided with respect to client **outcomes**. The evaluation process must include tools or instruments to be used to identify **client indicators of change** and include a process for making improvements or taking corrective action based upon the evaluation findings.
9. The PROVIDER must **evaluate** its **program** by using **credible and tested measurement tools** for program effectiveness in meeting performance and quality standards. Upon request the PROVIDER must provide copies of its evaluation documentation, and any reports that include the contracted service, to the Department.
10. When **disagreement** between the PROVIDER's staff and the Department's staff exists in regard to the performance of service activities within contracted specifications, the wishes of the Department of Human Services shall prevail. Failure on the part of the PROVIDER to comply shall be deemed cause for corrective action and subject to contractual remedies.
11. During the term of the contract the parties may **renegotiate terms** and conditions related to the performance of the PROVIDER including but not limited to measurable outcomes, benchmarks for monitoring timely and adequate provision of services, special reporting requirements, pricing

methodology, units of service, unit rates, penalties, incentives, and bonuses. At the time of the renegotiation either party has the right to terminate this Agreement under Exhibit "D", General Conditions, paragraph 4.3 or 4.4 as applicable. Any amendments to this Agreement will not constitute a fundamental change as defined in §3-149-303(d) of Hawaii Administrative Rules. A fundamental change is one which "is so great that a reasonable purchasing agency would in light of all the circumstances, re-procure the required services instead of amending an existing contract in order to assure that the state is receiving the most advantageous bargain."

12. The contract will be **modified if necessary** to comply with any changes in federal or State statutes or rules or the requirements of various funding sources. In the event such changes are necessary, the Department will notify the PROVIDER in writing of the need for the change and the proposed changes. The PROVIDER will have the opportunity to discuss the changes prior to their implementation.
13. The PROVIDER shall ensure and document that all professionals providing services under this agreement have current and valid licenses and certificates, appropriate to the field of expertise and in accordance with federal, state and county regulations and comply with all applicable Hawai'i Administrative Rules. The consultants shall provide *curriculum vitae*, which include, but are not limited to, educational background, professional activities, memberships and committees.
14. The PROVIDER shall have on staff, or access to, professionals sufficient to meet the demand for services specified in this contract. This includes, but is not limited to, properly trained and credentialed professionals to perform psychological evaluations, and participate in a multidisciplinary team (MDT) consisting of a pediatrician, registered nurse or nurse practitioner, social worker, a psychiatrist or psychologist.
15. The PROVIDER, in consultation with the CWS worker, may access other experts in specialized fields in the event that such expertise is required due to a specific case situation.
16. The PROVIDER shall ensure that the professionals providing services have, and the multidisciplinary team composition shall provide, expertise and a sound understanding in specific areas, including, but not limited to, children's developmental needs, family functioning, dynamics of child abuse and neglect, child sexual abuse, domestic violence, and appropriate treatment regimens.

17. The PROVIDER shall seek reimbursement for psychological evaluations and other applicable services provided under this agreement from all client medical plans or coverage.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases may be allowed upon approval of the Department and pursuant to §3-143-608 HAR.

Planned secondary purchases: None.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:

If “Multiple” or “Single & Multiple” is checked, then multiple contracts may be awarded for any combination of geographic areas specified above if the STATE determines that multiple contracts will be more advantageous in terms of cost effectiveness (outcomes and outputs per funding) and whether the Department desires a choice among providers. The highest scoring applicants will be awarded multiple proposals. The relative funding of the multiple awardees will be limited by available funding for the geographic area(s) to be served and will be allocated at the discretion of the Department taking into account factors that may include but not be limited to availability, accessibility, and proposed configuration of the service activities.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒ Single term (\leq 2 yrs.) ☐ Multi-term ($>$ 2 yrs.)

***Contract Terms:**

Initial term of contract:	One (1) year anticipated to be 7/1/05 through 6/30/06. *
Length of each extension:	One (1) year unless otherwise agreed by STATE.
# of possible extensions:	Five (5) annual extensions.

***Contract Terms:**

Maximum length of contract:	Six (6) years from 7/1/05 through 6/30/11 subject to the Option to Extend provision in the Special Conditions of the contract. See Exhibit "E", Special Conditions, in Section 5 of this RFP.
*The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.	
Conditions for extension:	
<ul style="list-style-type: none"> • Satisfactory performance as determined by the STATE. • Availability of funding. • Acceptable utilization as determined by the STATE. • Ongoing need for the service as determined by the STATE. • Satisfactory compliance as determined by the STATE with the terms and conditions of the contract. • Must be in writing and must be executed prior to expiration. 	

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Contact Person:	Suzanne Hull
Phone:	808-586-5748
Fax:	808-586-5606

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities):
Evaluation, assessment and consultative services shall be provided using a family and individual strengths-based approach.

1. Coordination :

a. Intake

The coordinator will:

- 1) Receive and review requests for psychological evaluations and MDT services from DHS Child Welfare Services social worker;
- 2) Ensure that sufficient available and appropriate information is obtained from the referring worker.

b. Referral

- 1) The Coordinator will schedule psychological evaluation and MDT services with the appropriate professionals.
- 2) The Coordinator will verify the client's medical coverage status and ensure that claims are filed for all available reimbursement.
- 3) The Coordinator will advise the DHS worker of the appointment.
- 4) With the mutual agreement of the coordinator, the department and the examining professional, the examining professional may accept responsibility for arranging the appointment with the client. DHS worker is to be advised of appointment.

c. Reporting

The Coordinator will:

- 1) Review reports for quality and completeness;
- 2) Forward completed reports to the referring DHS social worker;
- 3) Provide or arrange for clarifications of the reports as requested by the DHS social worker.

2. Psychological Evaluation:

- a. Review and incorporate available social history, evaluations and assessments, and other relevant data.
- b. Conduct psychological evaluation using the appropriate methods, instruments and interviews.

- c. Areas to addressed in the written evaluation may include, but not be limited to:
- Thought content/processes (fund of knowledge, intelligence, cognitive processing, memory),
 - Insight
 - Judgment
 - Personality
 - Parenting ability
 - Parent-child relationship
 - Clinical formulation
 - Diagnostic impressions
 - Summary of strengths and concerns,
 - Strength based recommendations with suggested goals and measurable objectives

Areas to be addressed in the written evaluation may be limited to the areas of concern cited in the referral.

3. Multidisciplinary Team Services:

- a. MDT Conferences:
- 1) Accept and review referrals from CWS workers in accordance with terms of the POS contract and in accordance with the CWS procedure manual.
 - 2) Assess the child's status and needs, caregiver's status and needs, and the social environment and support system to determine the continued risk for abuse/neglect and to determine the progress of the family. Risk matrices developed by DHS will be utilized to assist in the determination of risk and progress.
 - 3) Assist DHS staff in the identification of treatment needs of family members and sources of appropriate referrals.
 - 4) The team meeting shall include key individuals, as identified by DHS, who can provide pertinent information to assist in assessment and identification of the treatments needs of family members. Domestic violence and substance abuse have been identified as issues frequently appropriate for additional consultants.

- 5) Provide a written preliminary report at the end of the conference that will include case information, reason for conference, case analysis, team assessment, and team recommendations. This report shall be reviewed and signed off by the team conference participants.
- 6) Review child deaths that may be related to child abuse/neglect or a death that occurred while DHS was involved with the family when there are other siblings in the family who may be at risk.
 - a) Participants shall include CPS MDT members, pertinent service providers, CWS worker, supervisor, section administrator, and a representative of Family Court if the Court was involved with the family.
 - b) Assess the psychosocial factors involved and determine the etiology of the death.
 - c). The focus of these reviews will be how the information and assessment of the situation surrounding the child's death may be used to ensure the safety of the remaining child(ren) in the home.

4. Individual Consultation to DHS Social Workers

Upon request, any appropriate member of the multidisciplinary team may provide consultation to the DHS social worker in assessing relevant subject matters including, but not limited to:

- a. Psychological consultation;
- b. Measuring the extent to which further harm will likely befall the child;
- c. Gauging the family's motivation and capacity for change;
- d. Weighing the advisability of available options for protecting the child; and
- e. Assisting in the identification of treatment needs of family members and sources of appropriate referrals.

5. Medical Case Review:

- a. Review and provide consultation on medical information referred by CWS worker.
- b. Intake information provided by DHS intake unit/workers will be reviewed to suggest aspects of assessment or planning which may be considered by the social worker.
- c. Review placement examinations and provide interpretations of the findings for CWS social worker.
- d. Upon the request of CWS worker, gather such information as past history and medical physical findings from the Public Health Nurse, review medical information, and provide interpretation of medical aspects of the case.
- e. Provide a written report of the consultation and/or interpretation of medical records within one week of the consultation.

6. Medical and Nursing Consultations and Assessments:

- a. Provide medical/nursing consultation to CWS workers on medical/nursing concerns, and to other medical professionals on child abuse/ neglect dynamics and diagnosis.
- b. Provide initial and follow-up medical assessments on CPS hospitalization cases.
- c. Review client's social history and medical records, examine child as needed, consult with hospital staff, review diagnosis and treatment plans, assist with gathering additional information as needed for treatment and discharge planning.
- d. Provide a written report of consultations and assessments within one week of the consultation or assessment.

7. Court Testimony:

- a. Any professional providing services under this agreement may be called to testify as a qualified CA/N expert in their respective field.
- b. Testimony will be based on the assessments and recommendations made during the psychological evaluation and/or the MDT conferences

- c. Any professional providing services under this agreement will provide assistance to the Office of the Attorney General and the Department in preparation for court representation.

8. Team Coordinator Services

- a. Provide coordination in: collection & dissemination of information prior to the conference; collection of pertinent information discussed during the team conference; determining participants in team conference.
- b. Integrate individual team member's findings to determine team analysis and recommendations.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The PROVIDER shall comply with standards established by the Department's Social Services Division for criminal conviction record checks and protective services registry checks, which are attached in Section 5 of this RFP.

2. Administration

The PROVIDER shall agree to and shall abide by any **Administrative Assurances** that are attached to this Section 2 of the RFP.

3. Quality assurance and evaluation specifications

All contracts shall be **monitored** by the Department in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Annual contract monitoring may include site visits with comprehensive evaluation of several areas of performance. These include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping, performance/outcome/output measures, quality of services, and administrative requirements. In addition, ongoing contract monitoring shall include review of monthly and quarterly reports as required by the Department and periodic assessment of program effectiveness.

4. Output and performance/outcome measurements

- a. **Performance measures** are attached to this Section 2 of the RFP. See **Form A** – People to be Served, **Form B** – Service Activities, and **Form C** – Outcomes. The PROVIDER shall insert goal numbers for all items that are blank on Forms A, B, and C. The

PROVIDER does not have to specify goal numbers for shaded items, but the PROVIDER will be expected to provide data on these items over the term of the contract. The applicant may propose different numbers or items than those specified as long as a justification for those differences is provided.

- b. The PROVIDER shall **maintain the capacity** to deliver services throughout the term of the Agreement at the levels specified in Forms A, B, and C.
- c. The effectiveness of the contract will be evaluated according to the utilization of the service (Form A, plus units of service provided if applicable), the levels of service provided (Form B), and the outcomes achieved (Form C). The levels expected for Form A – People To Be Served, Form B – Service Activities, and Form C – Outcomes are specified in Exhibit “A” – Attachment 1 of this Agreement. The service unit capacity is specified in Exhibit “B” of this Agreement. Where performance under the contract is 80% or less of key goal levels agreed to on Forms A, B, and C or, if applicable, the number of units of service provided is 80% or less of the service unit capacity, the PROVIDER will need to submit to STATE a corrective action plan in a format to be determined by STATE to remedy the substandard performance, and if the proposed corrective action is not successful, STATE may at its option reduce payments or funding, or terminate the contract in accordance with Exhibit "D", General Conditions, paragraph 4.2 or 4.3 as applicable. Key goal levels on Forms A, B, and C in Exhibit “A” – Attachment 1 are indicated by an asterisk (*).
- d. Unless otherwise agreed to in writing, the numbers of people to be served and the levels of service activity specified in Form A and in Form B will **change in proportion to** future changes in **funding** under this Agreement.

5. Experience

The PROVIDER shall have a history of providing and facilitating services that demonstrate expertise and a sound understanding in areas, including, but not limited to, children’s developmental needs, family functioning, dynamics of child abuse and neglect, child sexual abuse, domestic violence, and appropriate treatment regimens.

The PROVIDER shall have a history that demonstrates the ability to provide or facilitate the provision of psychological evaluations, and

multidisciplinary team (MDT) conferences relating to the target population and the scope of services of this contract.

6. Coordination of services

See any Administrative Assurances that may be attached to this Section 2 of the RFP for any requirements for the coordination of services.

7. Reporting requirements for program and fiscal data

Required Program Reports:

Unless otherwise agreed, quarterly and year-end program reports shall be submitted in a format specified by the Department in which the PROVIDER summarizes major activities undertaken during the report period. Data to be reported may include but not be limited to the number of service units provided, the number of persons served, client lists, outcomes and objectives achieved, problems encountered, recommendations, proposed future activities, and staffing changes.

b. Required Fiscal Reports:

- 1) Providers will submit invoices in the format specified by the Department.
- 2) Unless otherwise agreed, for cost reimbursement contracts quarterly and year-end reports shall be submitted listing total expenditures of contract funds, contract revenues received, and collections and expenditures from program income and other sources of funding.
- 3) Unless otherwise agreed, for fixed-rate contracts no budgets or expenditure reports are required. Reports of collections of revenues from other sources of funding may be requested in a format specified by the Department.

c. Penalties for Late Reporting

Unless otherwise specified in the contract, quarterly program and fiscal reports are due 30 days after the end of the quarter. At the option of the STATE and according to the terms and conditions of the contract:

- 1) Payments may be held pending the submission of required reports.

- 2) Payments may be reduced and funding lapsed by 15% when reports are not submitted within 60 days after the end of the quarter.
- 3) If quarterly reports are not submitted within 90 days of the end of the quarter, the PROVIDER will lapse the funding for the quarter for which no reports have been received.

The PROVIDER will still be required to maintain the capacity to provide the contracted level of services in spite of the reduced funding.

8. Pricing structure or pricing methodology to be used

Unless otherwise agreed the pricing methodology for this service is as checked below. The pricing methodology may be revised by mutual agreement throughout the term of the contract.

- X Cost-Reimbursement where the STATE pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum contract amount.
- Fixed-Rate/Fixed-Price where the STATE pays the contractor a set rate for a defined unit of service up to a stated maximum contract amount. The STATE and the contractor agree on the number of units of service to be delivered for the stated contract amount.
- Base Cost/Fixed Rate Combination where the STATE pays the contractor a base amount for operating costs and a fixed-rate for units delivered up to a stated maximum contract amount.
- Negotiated rate where the STATE defines a unit of service and may predetermine the total number of units to be delivered or the maximum amount of funding available for the contract. The STATE then negotiates with the contractor the rate to be paid for each unit delivered.

Pricing Structure Based on Negotiated Unit of Service Rate

In order to determine a price (unit rate) for a unit of service, the applicant and state purchasing agency negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity

Third Party Coverage and PROVIDER Incentive:

The PROVIDER shall bill all appropriate services to the client's medical coverage plan.

Ten percent (10%) of the funds received as reimbursement shall be allotted to the PROVIDER as an incentive to compensate for the time and energy needed to process the billing. The remaining 90% of the reimbursement shall be available for the PROVIDER's use to fund additional services specified in this contract.

Unearned funds at the end of the contract period shall be returned to the Department. These funds shall be determined by a reconciliation of services provided vs. original contract amount plus all reimbursements, less provider's 10% incentive.

9. Units of service and unit rate

Any definition of a unit of service and a unit rate in this RFP and in the contract may be changed by mutual agreement of the PROVIDER and the STATE.

a. Consultative/Diagnostic Services

A unit is one (1) hour of diagnostic or consultative services, medical case review, medical and nursing consultation and assessment, and court testimony as described in Section 2, Part III, A, (2),(3),(4), and (5) of this RFP.

A unit is provided by an individual team member or specialized consultant. The unit rate is \$128.13 per hour.

Reimbursable activities include preparation, consultation, court testimony, and reporting.

b. Coordination

The unit rate for one (1) hour of coordination activities as described in Section 2, Part III. A. (6) of this RFP will be one-third (1/3) of the unit rate for diagnostic/consultative services above.

c. Reimbursement for psychological evaluations and will be \$730 for each completed evaluation.

No-shows for any of the above will be reimbursed at a flat rate of \$100.

d. Multidisciplinary Team Conferences and Team Review of a Child's Death

A multidisciplinary team conference or a team review of a child's death shall be equivalent to three (3) units per team member or specialized consultant.

- e. Court testimony as described in Section III, Scope of Work, above and including documented preparation time shall be reimbursed at the unit rate of one (1) per hour, provided that compensation for testimony has not been otherwise arranged via the Office of the Attorney General or another state agency.

These rates may be reviewed and renegotiated over the life of the contract.

IV. Facilities

Not applicable.

1. Applicants must submit the following budget forms (available from the State Procurement Office; see the General Instructions on page 3-1 above):

SPO-H-205:	Budget
SPO-H-206A:	Personnel
SPO-H-206B:	Personnel – Taxes, Assessments, Fringe
SPO-H-206C:	Inter-Island Travel
SPO-H-206E:	Contractual Services – Administrative
SPO-H-206F:	Contractual Services – Subcontracts
SPO-H-206H:	Program Activities
SPO-H-206I:	Equipment Purchases

2. Applicants must provide a brief explanation of how the line item costs on form SPO-H-205 were derived (unless those line items are explained on other budget forms in the SPO-H-206 series).
3. If costs are shared with other programs within the agency, then the applicant must provide a description of its cost allocation methodology. Any cost allocation must be in accord with the Method of Allocation described in the State's Cost Principles for Chapter 103F, HRS. The Cost Principles are available from the State Procurement Office (cf. General Instructions on page 3-1 above). Also be advised for budgeting purposes that there will be insurance requirements and auditing requirements under this contract. See the Insurance Requirements, and Special Conditions of the Contract (items 8 and 9), in Section 5 of this RFP for details.

Note: AWARDEES ONLY may be asked to submit additional budget forms at a later date as part of the contracting process including, but not necessarily limited to:

SPO-H-205A:	Organization-Wide Budget by Source of Funds
SPO-H-205B:	Organization-Wide Budget by Programs
SPO-H-206G:	Depreciation (as applicable)

IX. Litigation

The applicant shall disclose any pending litigation to which it is a party, including the disclosure of any outstanding judgment. If applicable, please explain.

X. Administrative Assurances

The Applicant shall sign and attach a copy of the Administrative Assurances that are found in Section 5, Attachment H, of this RFP.

SPO-H-205:	Budget
SPO-H-206A:	Personnel
SPO-H-206B:	Personnel – Taxes, Assessments, Fringe
SPO-H-206C:	Inter-Island Travel
SPO-H-206E:	Contractual Services - Administrative
SPO-H-206F:	Contractual Services - Subcontracts
SPO-H-206H:	Program Activities
SPO-H-206I:	Equipment Purchases

- b. The applicant has provided a brief explanation of how the line item costs on form SPO-H-205 were derived (unless those line items are explained on other budget forms in the SPO-H-206 series).
- c. Where costs are shared with other programs within the agency, the applicant provides a description of its cost allocation methodology. Any cost allocation must be in accord with the Method of Allocation described in the State's Cost Principles for Chapter 103F, HRS. The Cost Principles are found in the POS Manual. At its option the review panel may seek technical assistance from Fiscal Management Office staff or from other DHS fiscal staff in seeking to understand how the Cost Principles apply to the proposal.

IV. Phase 3 – Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant. Attached to the notice or under separate cover will be a statement of recommendations which must be addressed before the Department will execute a contract.

Section 5

Attachments

ATTACHMENT	DOCUMENT
A	Proposal Application Checklist
B	POS Proposal Application - Sample Table of Contents
C	Proposal Application Identification (SPO-H-200)
D	Insurance Requirements (excerpts from contract)
E	Criminal Conviction Record Check Standards; and Protective Services Central Registry Check Standards
F	General Conditions of the Contract
G	Special Conditions of the Contract
H	Administrative Assurances

ATTACHMENT A

PROPOSAL APPLICATION CHECKLIST

Proposal Application Checklist

Applicant: _____ RFP No.: HMS

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application	Section 3, RFP	DO NOT USE SPO-H-200A from the SPO Website	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget) Note: Required (■) for Cost Reimbursement contracts only (cf. Sec. 2, part III.B.8)				
SPO-H-205	Section 3, RFP	SPO Website*	■	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	■	
SPO-H-206B	Section 3, RFP	SPO Website*	■	
SPO-H-206C	Section 3, RFP	SPO Website*	■	
SPO-H-206D	Section 3, RFP	SPO Website*	As Applicable	
SPO-H-206E	Section 3, RFP	SPO Website*	■	
SPO-H-206F	Section 3, RFP	SPO Website*	■	
SPO-H-206G	Section 3, RFP	SPO Website*	As Applicable	
SPO-H-206H	Section 3, RFP	SPO Website*	■	
SPO-H-206I	Section 3, RFP	SPO Website*	■	
SPO-H-206J	Section 3, RFP	SPO Website*	As Applicable	
Certifications: (These will be required when the contract is executed)				
Federal Certifications		Section 5, RFP (Attachment G, Special Conditions, items 19 – 22)		
Program Specific Requirements:				

Authorized Signature

Date

Attachments

ATTACHMENT B

POS PROPOSAL APPLICATION

SAMPLE TABLE OF CONTENTS

SAMPLE

POS Proposal Application

Table of Contents

PROPOSAL APPLICATION IDENTIFICATION (SPO-H-200)

CHECKLIST

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POS PROPOSAL APPLICATION (SPO-H-200A):

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4. Service Delivery (Work Plan).....	7
5. Staff Qualifications.....	11
6. Forms A, B, and C.....	13
7. Accounting System.....	16
8. Financial.....	17

REGISTRATION FORM (SPO-H-100A) – If not pre-registered

LITIGATION STATEMENT

ADMINISTRATIVE ASSURANCES

TAX CLEARANCE

ATTACHMENTS

- A. Audit
- B. Position Descriptions